

AgLearn Access for USDA Partners and Contractors

Getting into AgLearn

This process requires 3 steps:

1. Obtaining a Level 2 eAuth account
2. Registering with AgLearn
3. Confirmation of AgLearn registration with the state training officer or AgLearn contact (for contractors only).

Access to all registration steps is via the AgLearn website www.aglearn.usda.gov.

Step 1: If the Partner or Contractor employee already has a Level 2 eAuth account then skip this step and go to STEP 2.

For all other new eAuth registrants you will need to establish a Level 2 eAuth account. Go to New User Register link on the AgLearn web page.

Then go to Step 1 Create Account. Select from the different types of New Users USDA Contractor or USDA Partner/Customer.

Follow the steps to complete your eAuth registration request.

Once you receive your eAuth ID and Password you may proceed to Step 2.

Step 2: At the AgLearn web site (www.aglearn.usda.gov) select “New User -- Register” from the left hand menu.

For all Contractors and Partners that have completed Step 1 or already had an eAuth ID and password proceed to AgLearn Step 2 Complete Registration.

- Click on the Register Link.
- Login with your eAuth ID and Password

At the User Registration screen:

- Verify your name, address, email and phone number are correct
- Select the Agency of Sponsoring Individual. **Select the most appropriate entry from the drop down list i.e. NRCS-EXTERNAL-AL-PARTNER or NRCS-EXTERNAL-CONTRACTOR**
- Select Name of USDA Official to Sponsor Access to AgLearn – (For Partner employees select the sponsor name in the state of the office you work). (For Contractors, select Sherry Casper). This person will receive an email to activate your account.
- Indicate whether you are Contractor, Yes or No
If you are a Contractor, enter the name of your company.

After completing all information on the User Registration screen, click Submit Registration.

Step 3: Wait until the USDA State Training Officer, or AgLearn contact (for contractors only) that you designated as your sponsor activates your account. This may take up to 3 working days. **They will contact you upon activating your AgLearn account.**

Sponsors:

State Training Officer will act as Sponsor along with ASTCs, DCs, and or State Office Staff personnel for those Partner personnel that will be accessing AgLearn+. As a sponsor your action will be to verify that the person requesting access into AgLearn+ is a valid Partner employee that needs an AgLearn+ license (e.g., has access to ITS Resources - CCE workstations, networks, shared drives, and e-mail). Licensing at this time is only for active Partner and Contractor personnel.

- Assisting those Partner personnel that have eAuth access with logging into AgLearn+ and following the steps provided on registration. Upon registration submission, the State Training Officer will receive an email to activate the SWCD employee's AgLearn+ account.
- On any NEW users you must follow the existing process for getting a new user set up on the USDA Network. Please contact your Information System Security Point of Contact (ISSPOC) for further details on this process.

The State Training Officer or AgLearn contact (for contractors only) will have the responsibility to Activate the new user registration record, and **review/assign** the Partner to the appropriate AgLearn Domain, (i.e. NRCS-EXTERNAL-AL-PARTNERS). **If the person registering selects the appropriate domain and sponsor the domain would be correct. But it is always wise to check.**

NOTE: AgLearn+ will lock the user account once the 7 course access is reached. Please contact Gordie.walker@wdc.usda.gov or Tony.lovell@wdc.usda.gov regarding issues related to access by Partner employees, through the State Training Officer.

Sherry Casper will handle Contractor Personnel. If you have a request for entry into AgLearn by a contractor please forward that request to Sherry.Casper@ftc.usda.gov.